

VACANCY ANNOUNCEMENT # 05/02/07

POSITION: CHAUFFEUR, FSN-3 (OR); FP-BB, (EFM/MOH/NOR)*

OPEN TO: All Interested Candidates
OPENING DATE: February 14, 2005
CLOSING DATE: February 28, 2005
WORK HOURS: Full-time - 48 hours per week

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED WORK AND/OR RESINDECY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Chauffeur in the Naval Medical Research Center Detachment (NMRCD).

BASIC FUNCTION OF POSITION

Provide driver and messenger functions to support NMRCD's mission objectives. Performs operator's maintenance on assigned vehicle (s), makes minor emergency repairs, loads and unloads cargo. On occasions will be required to transport personnel and materials outside the Lima area. Some weekend work will be required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2169.

QUALIFICATIONS REQUIRED

- 1. Required Education:** High School education is required.
- 2. Required Prior Work Experience:** At least five years of driving experience is required.
- 3. Language Requirement:** Level II (Limited) Speaking/Reading English ability. Level II (Limited) Speaking/ Reading Spanish ability is required.
- 4. Knowledge required:** Must be thoroughly familiar with all parts of Lima and with driving peculiarities of Lima traffic.

5. Skills and Abilities: Must be mentally and physically capable of handling a variety of vehicles (vans, trucks, sedans) under varying conditions. Must have a valid Peruvian drivers license.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizens EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 days of their employment.

TO APPLY

Interested candidates for this position should submit the following:

1. ***For applicants from within the Mission - Application for Employment***, please contact the Human Resources Office, extension 2169 for these forms;
2. ***For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.***
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Av. La Encalada block 17, Monterrico, Surco
3rd floor
Monday thru Friday, from 9.00 am to 2.00 pm
(except for Peruvian and American holidays)

POINT OF CONTACT:

Telephone: 618-2169

Fax: 434-1302

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or dependent who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

C L O S I N G D A T E: February 28, 2005

The U.S. Mission in Peru is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation

TRADUCCION NO OFICIAL

CHOFER

Trabjará como chofer y mensajero para cumplir con los objetivos de la oficina. Dará mantenimiento preventivo a los vehiculos a su cargo, puede hacer reparaciones menores de emergencia, carga y descarga de paquetes. En ocasiones será requerido el transporte de personal y materiales fuera del área de Lima Metropolitana y trabajar durante el fin de semana.

1. Educación: Secundaria completa.

2. Experiencia: 5 años de experiencia como chofer.

3. Language Requirement: Nivel de Inglés y Español II (limitado)

4. Conocimientos: Debe tener familiaridad con la ciudad de Lima además de conocer el tráfico.

5. Habilidades: Debe estar preparado para manejar una variedad de vehículos (vans, camiones, sedans) bajo diversas circunstancias. Debe tener licencia de conducir.

Para las personas interesadas en postular:

Enviar curriculum con carta de presentación dirigida a la Oficina de Recursos Humanos.

Para los empleados de la Embajada interesados en postular:

Por favor contactar la Oficina de Recursos Humanos, anexo 2169, para formulario de aplicación.

PLAZO PARA POSTULAR: 28 de febrero de 2005